
WEEK 4: The Launch!

Goal: Host your first meeting, build connections, and set a respectful tone.

Pre-Meeting: The Final Touch (Day Before)

A quick reminder ensures your group feels prioritized and helps participants manage their busy schedules.

TEMPLATE: Meeting Reminder

Subject: Tomorrow: Our First Study Meeting!

Hi everyone,

I'm looking forward to our first session tomorrow! Here is a quick reminder of the details:

- **When:** [Day] at [Time]
- **Where:** [Link]
- **Preparation:** None needed! Just bring your lunch and an open mind.

We'll spend 30–45 minutes getting to know each other and discussing how faith intersects with our daily work. See you then!

Best,

[Your Name]

Your First Meeting Agenda (30–45 Minutes)

The first meeting is about **connection**, not just content. Aim for a "warm and welcoming" vibe.

1. Opening & Welcome (5 Minutes)

- **The Welcome:** "Hi everyone! I'm so glad you're here. This is a voluntary space where we can explore how faith and work connect. Regardless of where you are in your journey, you are welcome here."
- **The Opening Prayer:** Keep it brief and inclusive. *"God, thank you for this time and for the work we do. Help us to support one another and grow together today. Amen."*

2. Introductions (10 Minutes)

Have everyone share:

- Name and role at the company.
- One "high point" from your work week so far.
- What drew you to this group?
- *Facilitator Tip: Start first to set a tone of openness and vulnerability.*

3. Setting the "Group Covenant" (5 Minutes)

To keep the group inclusive and safe, agree on these "Ground Rules":

- **Confidentiality:** What is shared here stays here.
- **Respect:** Different perspectives are valued; there are no "wrong" questions.
- **Flexibility:** Life happens! Join when you can; no guilt if you miss a week.
- **Neutrality:** We are here to support one another, not to debate or "fix" each other.

4. Short Discussion (15 Minutes)

Keep it light and high-level for the first day. Use these prompts:

- "In your current role, where do you feel your values or faith help you the most?"
- "If you could have more support or wisdom in one area of your job, what would it be?"
- "What are you hoping this group becomes for you?"

5. Preview & Closing (5 Minutes)

- **The Hook:** "Next week, we start our series on *The Purpose of Work*. We'll look at how every job—no matter the title—has inherent dignity."
- **The Closing Prayer:** *"God, bless each person as they head back to their tasks. Help us be a source of encouragement to our teams this afternoon. Amen."*

After the Meeting: The Follow-Up

Within 24 hours, send a brief "Thank You" to solidify the community.

TEMPLATE: Follow-Up Thank You

Subject: Great first meeting!

Hi everyone,

Thank you for making our first meeting so meaningful. It was great to hear your stories and perspectives.

Quick Look Ahead:

- **Next Meeting:** [Day] at [Time]
- **Topic:** Why Every Job Matters
- **Link:** [Link]

If anyone else wants to join, they are more than welcome—feel free to share the invite!

Best,

[Your Name]

Week 4 Checklist

- **Reminder Sent:** Participants felt expected and welcomed.
- **Group Rules Set:** Established a foundation of respect and confidentiality.
- **Hosted Meeting:** Navigated the technology and the conversation successfully.
- **Follow-Up Sent:** Maintained momentum and provided details for Week 2.